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PRIORITY

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Support Resource Package

FROM:

EXTENSION

NO.

OL 2 0716

STAT  
STAT

DATE

17 February 1982

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

Chief, LSD/OI

2.

Chief, P&amp;PD/OL

3.

Chief, PD/OL

4.

Chief, SD/OL

5.

Chief, RECD/OL

6.

L Chief, PMS/OL S

18 FEB 1982

7.

Chief, P&amp;TS/OL

8.

Chief, B&amp;FB/CL

9.

10.

11.

12.

13.

14.

15.

The attached was just received from the office of the DDA and requires a response by COB 22 February.

We would appreciate each of your inputs by COB 19 February so that we may consolidate the OL position and respond in the time allowed. If you have any questions on this subject, please call either Paul or myself.

STAT

17 FEB 1982

MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Security  
 Director of Training and Education

FROM:

Executive Officer to the DDA

STAT

SUBJECT: Support Resource Package

1. Attached herewith is a chart which contains a series of general factors which could conceivably be contained in New Initiative resource packages submitted by the DDI, DDS&T, or the DDO in conjunction with their FY-84 program.

2. You are requested to provide data (both positions and financial resources, personal/non-personal services) which your Office would have to have in order to support these factors. The factors would, of course, result from new activities undertaken by other Directorates. In compiling your "impact figures," you should carefully consider all aspects of support required by your Office, i.e., a new office facility may have impact on SLUC, ADP equipment, telephones, independent medical assistance, shuttle runs, guard force, etc.; a given number of new employees may have a measurable impact on training resources, medical processing, office furniture, space, office supplies, polygraph (initial as well as reinvestigation), communications support, payroll, etc; and a certain level of contractual services may have a direct impact on resources in procurement, industrial security, auditing, etc.

3. You will note that we have furnished specific numbers in the listing of factors in the first column of the attached chart. It is generally felt that factors, in these quantities, would have a direct impact on most Directorate Offices. If the numerical factor which impacts on your particular component is less than the quantity cited on the chart, please amend our number as appropriate.

OL 2 0716

4. It is requested that you complete the attached forms, by COB 22 February. After we receive your response, we will combine a number of resource level packages for the Directorate as a whole and return them to you so that you may provide written justifications which support the level of resources for your component within each package. We all recognize this is a new "art form"--if your budget or planning officers need assistance please ask them to call on [redacted] or me.

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Attachment

cc: C/AG/COMPT